



Expectations

- What do you expect from this class?
- Learning Tools – Team Exercises
 - Crossword Puzzle
 - Skit - Initiation
 - PM Overview with Checklist
 - Case Study



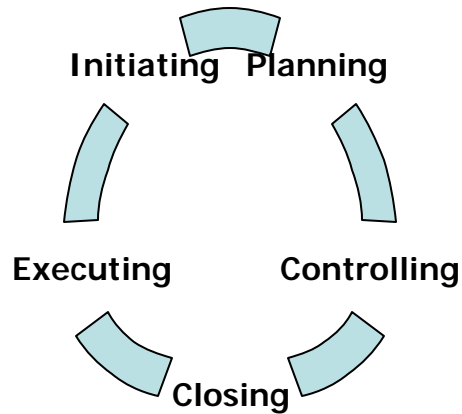
PROJECT

- A Project is a temporary endeavor undertaken to create a unique product, service or result.

» PMI's



Project Life Cycle



Six Phases of a Project

1. **E**nthusiasm
2. **D**isillusionment
3. **P**anic
4. **S**earch for the Guilty
5. **P**unishment of the Innocent
6. **P**raise and Honors for the Non-Participants



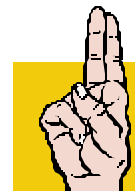
Nine Knowledge Areas

1. Integration Management
2. Scope Management
3. Time Management
4. Cost Management
5. Quality Management
6. Human Resource Management
7. Communications Management
8. Risk Management
9. Procurement Management



Code of Conduct

- Accurate and truthful
- Conflict of interest
- Confidentiality
- Inappropriate payments



Triple Constraints

- Time



- Cost



- Scope

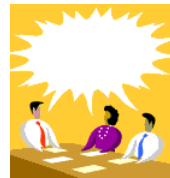


Initiating the Project

- Project should be selected on:
 - Feasibility
 - Knowledge availability
 - Risk
 - Merit
 - Impact to organization
 - Cost
 - ROI

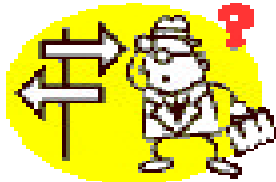
Initiation Phase

- Formal process recognize a new project
- Stakeholders are identified
- Commitment is obtained



Project Initiation Cycle

- Decision Making Cycle





Project Charter

- Formal Authorization of a Project
 - Stakeholders
 - Project Objectives
 - High Level Requirements
 - Sponsor Sign Off



Stakeholder Analysis

Who gets the reward and benefits ?

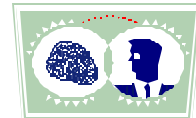
Who suffers the consequences ?

Who provides the input ?

Who gets the output ?

Objectives

- Specific
- Measurable
- Agreed to
- Realistic
- Time constrained
 - Review with key stakeholders!



Requirements

- Gather the information
- Review and analyze the information
- Document the requirements
- Obtain approval!



Requirements vs “Desirements”

- AVOID
 - Unclear requirements
 - Immeasurable objectives
 - Abstract benefits
- DO
 - List requirements by priorities
 - Evaluate risk
 - Align with business objectives



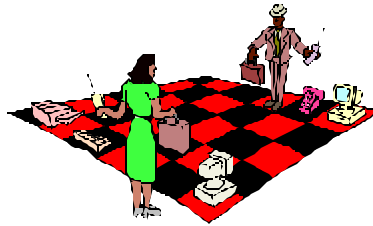
Sign-Off

- Present to project sponsor
- Clarify any misunderstandings
- Revise as necessary
- Obtain approval



Project Initiation

- Role Exercise



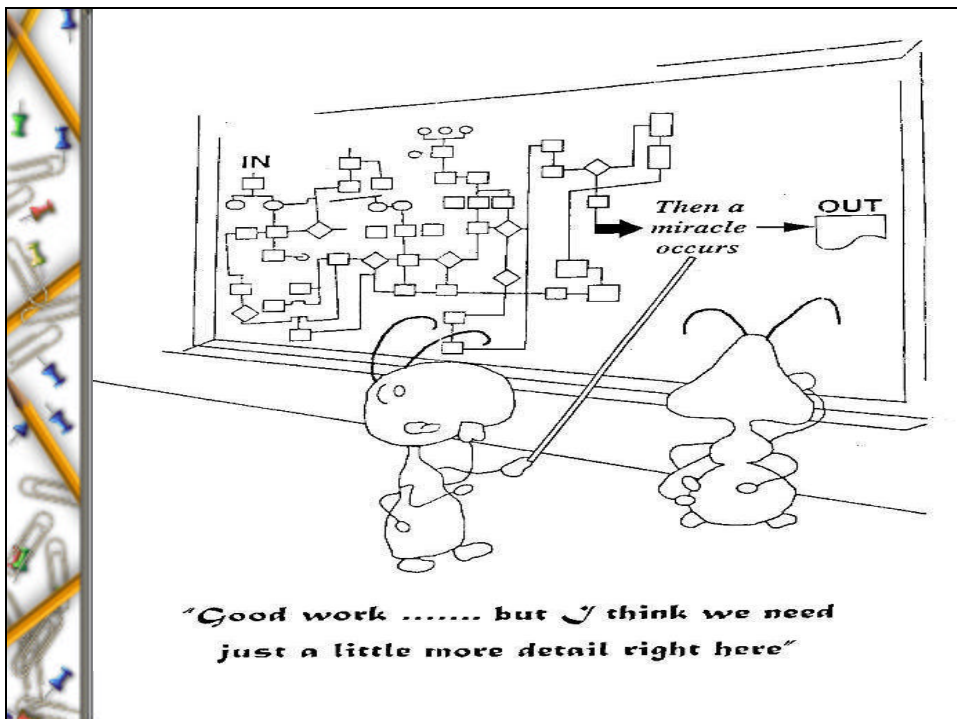
Project Plan

- CONTAINS:
 - Project charter
 - Work breakdown structure
 - Formal change control plan
 - Milestones
 - Responsibility matrix
 - Project team
 - Detailed communications plan



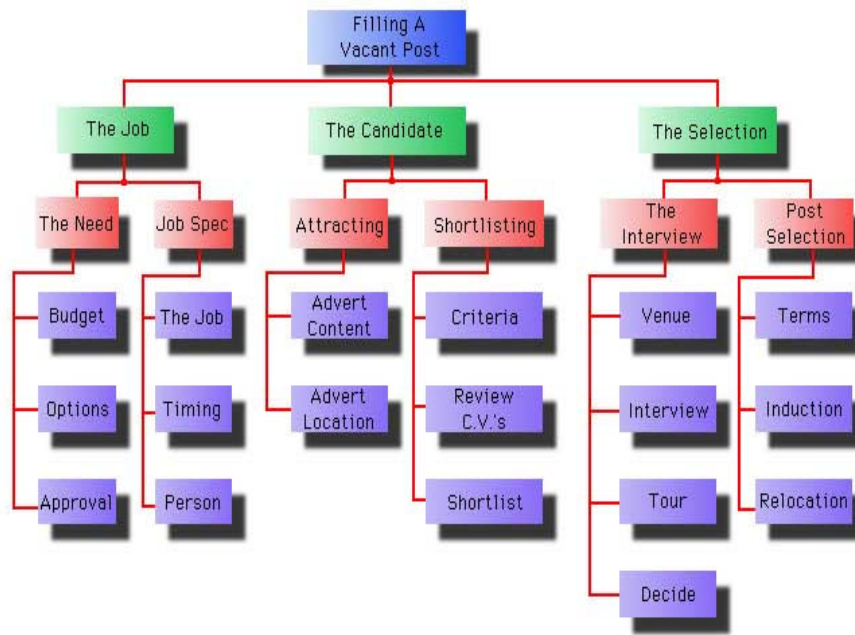
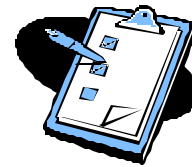
Work Breakdown Structure

- Defines the **TOTAL** scope of the project
- All the work necessary to complete objectives and **ONLY** that work

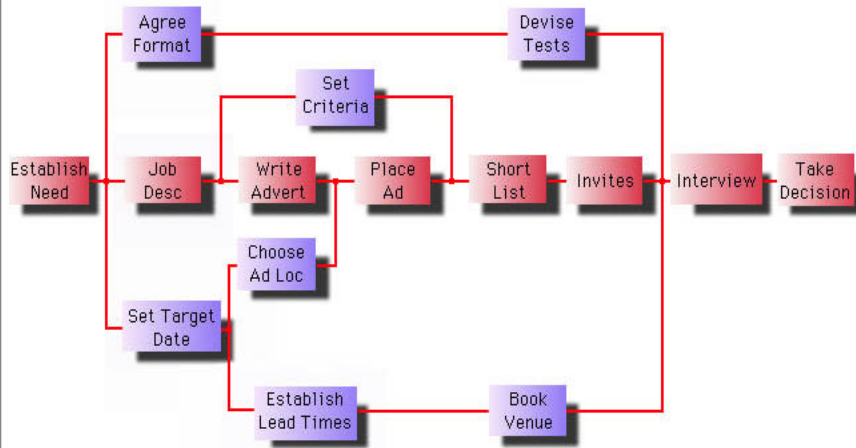


Benefits of a WBS

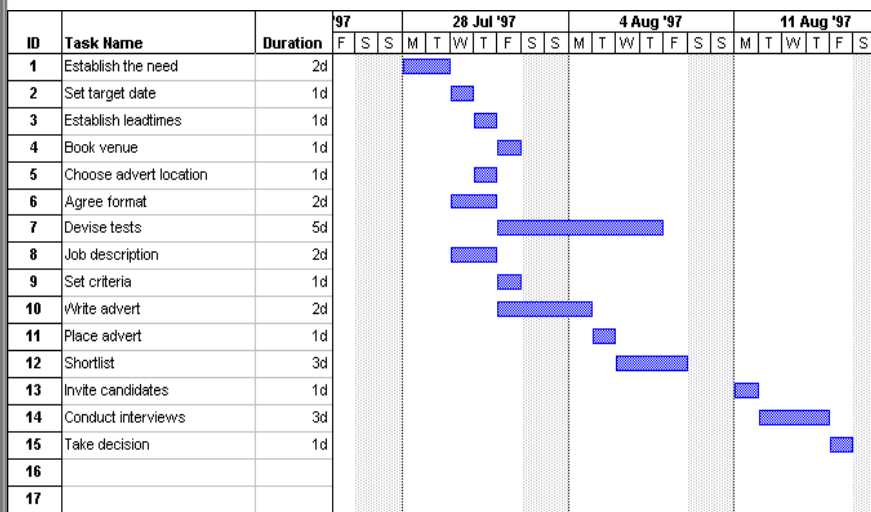
- Project team building
- Control scope
- Defines roles and responsibilities



PERT – Project Evaluation Review Technique

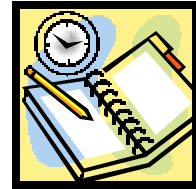


Gantt Chart



Project Schedule

- List all activities and their anticipated duration
 - Must be realistic
 - Available resources/effort
 - Constraints must be review



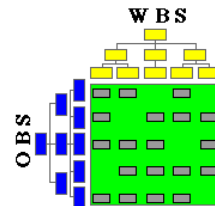
Controlling Change

- Plan early
- Change can be beneficial
- Have a formal change management system



Milestones

- Define most important milestones
 - Review with project team
 - Report current status
- Identify milestones with greatest risk
 - What are the dependencies
 - Monitor schedule
- Obtain Acceptance



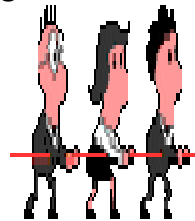
Responsibility Matrix

- Relates the scope of work to an individual
 - Role
 - Responsibility
 - Reporting relationship



Team

- Support from upper management
- Commitment to achieve project's goals
- Clear expectations
- Required skills and knowledge



Team Building

- Brainstorming
- Group Think
- Personality Preferences and Motivation



Team Building

- Positive
 - Interesting and stimulating
 - Recognition of accomplishment
 - Personal growth potential
- Barriers
 - Unclear project objectives
 - Shifting goals and priorities
 - Power struggle and conflict



Communications Plan

Who

?

What

?

How

?



Effective Communication

- Do
 - Get feedback
 - Hold effective meetings
 - Report honestly
- Don't
 - Assume
 - Manage by memo
 - Hold back information

